

What is claimed is:

1. A method of information processing using a central processing unit associated with at least one operation model, said method comprising the input steps:
 - 5 recording at least one coded form instruction provided by the at least one operation model;
 - storing the at least one coded form instruction representing a completed task having at least one task component;
 - counting the frequency of use of the at least one task component;
 - comparing the frequency of use of the at least one task component to a first predefined frequency;
 - inserting the at least one coded form instruction in a task list if the frequency of use of the at least one task component is greater than or equal to the first predefined frequency;
 - and wherein said method comprising the output steps:
 - 15 selecting at least one coded form instruction for the task list;
 - transmitting the at least one coded form instruction to the at least one operation model;
 - wherein the at least one operation model repeats the at least one task component.
2. The method of claim 1 further comprising the step of reducing the number of manual inputs by providing at least one default value in place of the at least one task component.
- 20 3. The method of claim 2 wherein if frequency of use of the at least one default value exceeds a second predefined frequency, a mandatory review process is initiated, said mandatory review process comprising the steps of:

displaying the at least one task component and other task components encompassed within the at least one coded form instruction;

offering previously used values for the at least one task component; and

selecting one of the previously used values as replacement default value for the at least one task component.

3. The method of claim 3 wherein said offering step further comprises all possible values for the at least one task component known to the at least one operational model.
4. The method of claim 3 wherein said previously used values for the at least one task component of said offering step is replaced by the use of recommended values which have been stored on a network.
5. The method of claim 3 wherein said mandatory review process is manually initiated.
6. The method of claim 4 wherein said mandatory review process is manually initiated.
7. The method of claim 5 wherein said mandatory review process is manually initiated.
8. The method of claim 1 wherein said recording, storing, counting, comparing, and inserting steps to obtain said task list are instead provided by a default task list included in said operation model.
9. The method of claim 3 such that if said default value for the at least one task component is not used, then the method further comprises the step of notifying operation model that a deviation has occurred.
10. The method of claim 9 further comprising the steps of:
 - storing the notification which was issued to the operation model;
 - counting the frequency at which the deviation occurs; and

presenting a help package when the counted deviation frequency exceeds a third predefined frequency.

11. A method of universal conversion of one format of communication to at least one other format of communication requiring at least two intermediary steps of conversion, said 5 method comprising the steps of:

selecting a plurality of communication conversion tools, wherein each of said communication conversion tools has at least one input format and at least one output format; networking said communication conversion tools together such that a conversion matrix is provided, wherein said conversion matrix connects like output formats to like input formats of said communication conversion tools;

generating at least one dynamic inter-lingua from said networking step;

inputting a communication format;

informing said network the communication format of said inputted communication format;

choosing an output communication format;

matching said input communication format to said output communication format via said 15 at least one dynamically generated inter-lingua; and

outputting the chosen communication format.

12. The method of claim 11 wherein said input format is converted into at least two output 20 formats utilizing at least two dynamically generated inter-lingua such that dynamically generated inter-lingua common to the at least two output formats are utilized only once in the conversion process to the at least two output formats.